

**Supporting Statement for Paperwork Reduction Act Submission
Grant Agreement and Amendment to Grant Agreement
OMB Control Number: 1018-0049**

Section A. Justification

1. Explain why you need to collect this information. Identify any legal or administrative requirements that necessitate this information collection.

The Federal Grants and Cooperative Agreement Act of 1977 (31 U.S.C. 6301-6308) requires Federal agencies to use some type of grant agreement as the legal instrument to transfer money, property, or services to State or local governments. Form 3-1552 is the Fish and Wildlife Service's (our) Grant Agreement form. We use it to obligate funds for approved grant projects. Respondents are States, Territories (Puerto Rico, Guam, the Virgin Islands, American Samoa, the Northern Mariana Islands, and the District of Columbia), and other groups and associations (e.g., the International Association of Fish and Wildlife Agencies). The Amendment to Grant Agreement (3-1591) is completed by a respondent to document changes to a previously approved project. Grant programs administered by our Division of Federal Aid use Forms 3-1552 and 3-1591 when working with the programs authorized by the following Acts:

- Federal Aid in Wildlife Restoration Act (16 U.S.C. 669-669i),
- Federal Aid in Sport Fish Restoration Act (16 U.S.C. 777-777I),
- Anadromous Fish Conservation Act (16 U.S.C. 757a-757g),
- Endangered Species Act (16 U.S.C. 1531 et seq.),
- Clean Vessel Act (16 U.S.C. 777c),
- Sportfishing and Boating Safety Act (16 U.S.C. 777g-1), and
- Coastal Wetlands Planning, Protection, and Restoration Act (16 U.S.C. 3951-3956).

The following changes were made to Forms 3-1552 and 3-1591 to reduce the burden on respondents and create greater utility for us:

Grant Agreement (3-1552) form changes:

- The reserved field has been changed to the DCN for FWS Use only

- The Grant Cost Distribution column was changed to add extra lines for grant programs and to remove the Wildlife Restoration, Sport Fish Restoration, and Other categories that were the default on the original forms so that any program can be entered since Federal Aid is now administering so many new grant programs.
- The column order of the share distribution was changed. We also changed the "State Share" to "Grantee Share." With our new grant programs, our grantees are not always State agencies, so wherever the Grant Agreement form used the word "State," this was changed to "Grantee." The one exception is the State field by Grant No., as this needs to be the two digit State involved in the grant. We also changed "Private Third Party Share" to "Third Party." The Private Third Party column was created with the Partnerships for Wildlife grant program, which required a private third party share, and this program is no longer available.
- Under Other Grant Provisions, we added In-Kind Used.
- Under Special Grant Conditions, the statement "FWS Use Only" was added.
- In the Instructions, the following was changed:
 - State - changed from self-explanatory to Two Digit State Code.
 - Added DCN.
 - Under Grant Cost Distribution, edited to change "State" to "Grantee" and "Private Third Party" to "Third Party."

Amendment to Grant Agreement (3-1591) form changes:

- A DCN field was added for FWS Use only
- The Grant Cost Distribution column was changed to add extra lines for grant programs and to remove the Wildlife Restoration, Sport Fish Restoration, and Other categories that were the default on the original forms so that any program can be entered since Federal Aid is now administering so many new grant programs.
- The column order of the share distribution was changed. We also changed the "State Share" to "Grantee Share." With our new grant programs, our grantees are not always State agencies, so wherever the Grant Agreement form used the word "State," this was changed to "Grantee." The one exception is the State field by Grant No., as this needs to be the two digit State involved in the grant. We also changed "Private Third Party Share" to "Third Party." The Private Third Party column was created with the Partnerships for Wildlife grant program, which required a private third party share, and this program is no longer available.
- In the Instructions, the following was changed:
 - State - changed from self-explanatory to Two Digit State Code.
 - Added DCN.

2. Explain how FWS will use the information. If this is not a new collection, explain how FWS has used the information received.

The information on the Grant Agreement form (3-1552) identifies the specific project and the State, Territory, or other group or association responsible for the project. The Grant Agreement also serves as a source document for records related to the project; it identifies estimated costs and any funding or special provisions that require special attention or approval.

We use the information collected to award grant funding, to determine if the estimated cost is reasonable, to determine if cost sharing is consistent with program statutes, and to determine whether sufficient Federal funds are available for obligation.

The respondent uses the information to request funds and identify proposed cost-sharing. The Federal cost distributions give the respondent an opportunity to consolidate work under a single project for funding by more than one grant program and distribute the Federal share obligation among applicable grant programs.

A grantee initiates an Amendment to Grant Agreement (3-1591) to request a change to a previously approved Grant Agreement. Each item on Form 3-1591 relates to a comparable item on Form 3-1552. We use the information requested on Form 3-1591 to revise a previously funded obligation or to document other changes to an existing Grant Agreement.

3. Does this information collection use automated, electronic, mechanical, or other technological techniques? Provide the reasons for the decision to adopt this means of collection. Describe any consideration you gave to using information technology to reduce burden on the public.

The Grant Agreement (3-1552) and Amendment to Grant Agreement (3-1591) are currently available online at <http://forms.fws.gov> as .pdf fillable files. Respondents can complete the forms online, but then they must mail the forms to us. We have not yet converted this information collection to an electronic transaction (i.e., the ability to submit the forms electronically) because we do not yet have digital signature capability, and we need an original signature on these forms. When digital signature capability becomes available in the Service, we will consider allowing electronic submission of these forms.

4. Describe efforts to identify duplication. Show why similar information already available cannot be used or modified.

The Grant Agreement (3-1552) and Amendment to Grant Agreement (3-1591) are specific to Fish and Wildlife Service grants to States, Territories, and other groups and associations. There are no other forms currently in use that collect similar information.

5. If the collection will have a significant impact on small entities, such as small businesses, describe methods used to minimize burden on them.

The collection of information has no significant impact on small businesses. Information is collected primarily from State and Territorial grantees, as well as a small number of other groups and associations. The affected groups and associations should be able to fill out these forms quickly and easily.

6. Describe the consequences to Federal programs or policies if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Respondents submit a Grant Agreement (3-1552) with each new grant request (generally annually) and an Amendment to a Grant Agreement (3-1591) when a grant needs to be changed (i.e., on occasion). If we did not conduct this information collection, we would not have the information we need to administer grants to States, Territories, and others who use these forms to request grant funds.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

There are no special circumstances that would require this information to be collected in a manner inconsistent with OMB guidelines.

8. Cite and provide a copy of the 60-day Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received on the 60-day notice, and describe actions taken by FWS in response to those comments. Specifically address comments received on cost and hour burden. Describe your efforts to consult with persons outside of FWS to obtain their views on the availability of data; frequency of collection; clarity of instructions, disclosure, or reporting format; and data elements to be recorded, disclosed, or reported. Consultation should include obtaining their views on the amount of burden to be imposed and ways to minimize the burden. If circumstances prevent this consultation, describe them.

On May 8, 2003, we published in the Federal Register (68 FR 24752) a notice requesting public comment on this information collection. We received no comments on the notice.

In addition, customer feedback from the States who use these forms, together with an internal review of the forms, led to the changes we are proposing to the forms in this

renewal request. We believe these changes would improve the forms' clarity and use for respondents and the Service.

9. Explain any decision to provide a gift or payment to respondents, other than remuneration of contractors and grantees.

No gifts or payments, other than grant money awarded to grantees, will be made to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or policy.

There is no assurance of confidentiality. Once submitted, this form becomes public information and is not protected under the Privacy Act.

11. Provide justification for any questions of a sensitive nature. Include the reasons why the questions are necessary, the specific uses for the information, the explanation given to respondents, and steps taken to obtain respondents' consent.

None of the information collected on Forms 3-1552 and 3-1591 is considered to be sensitive.

12. Provide estimates of the hour burden of the information collection. Include an estimate of the dollar value of the burden hours.

Each State fish and wildlife agency participates in the grant program, along with Puerto Rico, Guam, the Virgin Islands, American Samoa, the Northern Mariana Islands, and the District of Columbia. This amounts to 56 respondents. In addition, approximately 24 groups and associations also use these forms to request grant funds or amend grant agreements. Therefore, the total number of respondents for this information collection is 80. From these respondents, we receive a total of 5,250 annual responses for these two forms. Each response requires approximately one hour of the respondent's time, including time for gathering information, completing and reviewing the form, and obtaining a signature, for a total annual hour burden of 5,250 hours for this collection. We estimate that each burden hour has a dollar value of \$20.00 for respondents; therefore, the total dollar value of annual burden hours amounts to \$105,000.00.

Form Used	Number of Requests Annually	Average Response Time	Total Annual Hour Burden	Dollar Value of Burden Hours (@\$20.00 per hour)
Grant Agreement (3-1552)	3,500	1 hour	3,500 hours	\$70,000.00
Amendment to Grant Agreement (3-1591)	1,750	1 hour	1,750 hours	\$35,000.00
TOTAL	5,250	1 hour	5,250 hours	\$105,000.00

13. Provide an estimate for the total annual non-hour dollar cost burden to respondents or recordkeepers. Do not include the cost of burden hours described in items 12 and 14.

There is no non-hour dollar cost burden to respondents; there is no fee to apply for a grant or to amend a grant application.

14. Provide estimates of the annual cost to the Federal Government. Include a description of the method used to estimate cost, which should include quantification of hours, operational expenses, and any other expense that would not have been incurred without this collection of information.

Estimated Cost to Federal Government Per Form	Number of Forms Processed Annually	Total Annual Cost to Federal Government
\$7.00	5,250	\$36,750.00

The estimated cost to Federal government per form (\$7.00) was calculated using information provided by Federal Aid Regional Offices.

15. Provide the reasons for any program changes or adjustments reported in items 13 or 14 of OMB 83-I.

There are no program changes or adjustments reported in items 13 or 14 of the OMB 83-I; we are requesting the same number of burden hours that we currently have approved.

Line 13b (total annual responses) of the OMB 83-I differs from what we reported in our last renewal request for this information collection. In our last renewal, we erroneously listed 1,456 as the total annual responses on line 13b. The accompanying supporting statement, however, correctly listed the total annual responses as 5,250. In this renewal request, we are therefore correcting the figure on line 13b of the OMB 83-I to read 5,250 total annual responses. This correction does not affect the burden associated with this collection.

16. For collections whose results will be published, outline the plans for tabulation and publication.

There are no plans for publication of the results of this information collection. The information collected is for grant administration purposes, not for any statistical data or other data that would lend itself to publication.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The expiration date of the OMB approval of this information collection, together with the OMB control number, will be displayed on Forms 3-1552 and 3-1591.

18. Explain each exception to the certification statement identified in item 19 of OMB 83-I.

There are no exceptions to the certification statement contained in Item 19 of OMB Form 83-I for the information being collected on Forms 3-1552 and 3-1591.

Section B. Collections of Information Employing Statistical Methods

This collection does not use statistical methods.